

## State Fiscal Year 2008

**NELAP Secondary Laboratories Coding/Cross-Referencing Instructions**

- **For all existing parameters where NJ NELAP secondary accreditation is to be renewed**, enter the information given in “A” below on the NJ ACPL sent with this renewal package using an available space adjacent to each parameter line (e.g., the right margin on the NJ ACPL).
- **For any new parameters where NJ NELAP secondary accreditation is sought**, enter the following information given in “A” on the appropriate pages of a Part III form using an available space adjacent to each parameter (e.g., the NELAP ID and Status lines on the left side of the Part III form).

A. Enter the two letter state code of the NELAP Primary Accrediting Authority followed by the page number and the line number indicating the location of that parameter and approved method as listed in the Primary Accrediting Authority's approved scope of accreditation list.

For example, an entry of FL, p. 4 - 15 would reference a parameter to page 4, line 15 of a Florida approved scope of accreditation list.

**PLEASE NOTE THE FOLLOWING:**

1. A current, effective Primary Accrediting Authority's approved scope of accreditation list must be cross-referenced for all **NELAP laboratories with or seeking secondary accreditation in New Jersey**
2. This cross-referencing exercise may and probably will require labelling the Primary Accrediting Authority's approved scope of accreditation list with either or both a page number and a line number.
3. The cross-reference to the Primary Accrediting Authority's approved scope of accreditation list must contain the identical approved method that is sought for secondary NJ NELAP accreditation. For new parameters where NJ NELAP secondary accreditation is sought, **circle the approved method** on Part III, that is listed on the Primary Accrediting Authority's approved scope of accreditation list.
4. If more than one matrix is desired for secondary NJ NELAP accreditation for any parameter and approved method, the Primary Accrediting Authority's approved scope of accreditation list must be cross-referenced for each matrix desired. For example, if the NPW and SCM matrices are desired for Benzene by approved method SW-846 8260B, this parameter/approved method must be cross-referenced according to both the Non-Potable Water and, the Solid and Chemical Materials sections of the Primary Accrediting Authority's approved scope of accreditation list. In this case, in an available space adjacent to each parameter line, two entries (as described above) would be made, each corresponding to the appropriate page and line number for each matrix in the Primary Accrediting Authority's approved scope of accreditation list (e.g., FL, p. 4 - 15, p. 10 - 22).

**IMPORTANT:** Any parameters not properly cross-referenced according to the above rules will be moved to a status of APPLIED on the NJ NELAP ACPL for FY07. This includes:

- Parameters with no cross-reference listed.
- Parameters cross-referenced to an incorrect method.
- Parameters cross-referenced to an incorrect matrix.